

Wisconsin Department of Administration

Citizen Participation Certification (Public Hearing #1) – Community Development Block Grant

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

DOA-DOH Grant Agreement #: **Not Yet Assigned**

CITIZEN PARTICIPATION CERTIFICATION

for Public Hearing #1

For DOA-DOH Use ONLY

I, _____, as Clerk for the _____ of _____, hereby
(Clerk's Name) (City, Town, Village, or County) (Grantee / UGLG / Community Name)
certify that the following checked topics were discussed at the Community Development Block Grant
(CDBG) Citizen Participation Public Hearing held at _____ on _____ :
(Time: 00:00 am/pm) (Date: Month, Day, Year)

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
<input type="checkbox"/>	1. Basic overview of the Community Development Block Grants (CDBG) program.
<input type="checkbox"/>	2. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for: a. <input type="checkbox"/> Housing (CDBG-HSG); b. <input type="checkbox"/> Planning (CDBG-PLNG); c. <input type="checkbox"/> Public Facilities (CDBG-PF); d. <input type="checkbox"/> Economic Development (CDBG-ED); and/or e. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED).
<input type="checkbox"/> CDBG Housing Topics	3. Types of activities eligible for CDBG funding: a. Housing (CDBG-HSG): i. <input type="checkbox"/> Rehabilitation ii. <input type="checkbox"/> Homebuyer Assistance iii. <input type="checkbox"/> Special Housing Projects iv. <input type="checkbox"/> Other: _____ v. <input type="checkbox"/> Other: _____
<input type="checkbox"/> CDBG Non-Housing Topics	b. <input type="checkbox"/> Planning (CDBG-PLNG); c. <input type="checkbox"/> Public Facilities (CDBG-PF); d. <input type="checkbox"/> Economic Development (CDBG-ED); and/or e. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED).

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- ☐ 4. Housing needs identified by staff/consultant prior to the Public Hearing.
- ☐ 5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified by the staff/consultant prior to the Public Hearing.
- ☐ 6. Housing needs identified by attendees of the Public Hearing.
- ☐ 7. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) needs identified by attendees of the Public Hearing.
- ☐ 8. Activities proposed for the CDBG application.
- ☐ 9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
- ☐ 10. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application.

***** Minutes from this Public Hearing (described above) are available upon request. *****

Clerk

Signature of the Local Clerk

Title

Date

Signature of the Chief Elected Official

Title

Date

Typed Name of the Chief Elected Official

Subscribed and sworn to before me this _____ day of _____, _____.

Day

Month

Year

Notary Public

, in

County

Signature of the Notary Public

Title

County

My Commission expires:

Typed Name of the Notary Public

Date

This document was: ☐ ~~Faxed~~ ☐ ~~Emailed~~ ☐ Mailed on _____
(Check One) *Date*

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CITIZEN PARTICIPATION #1 CERTIFICATION FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must hold at least two (2) Public Hearings during the course of its Community Development Block Grant, according to the schedule established within the CDBG Grant Agreement. This form should be filled-in & submitted to DOA upon completion of the **first** Public Hearing as preparation for CDBG Grant Application.

- Fill-in the Citizen Participation Certification “UGLG Name” field found in the upper right corner of the form. The DOA-DOH Grant Agreement Number will be determined at a later date if your UGLG’s Grant Application is accepted & approved for funding.
- Fill-in the “Clerk’s Name”, the UGLG’s “City/Town/Village/County” designation, the “Grantee/UGLG/Community Name”, along with the “Time” and “Date” that the Public Hearing was held.
- Indicate which topic(s) were discussed at the Public Hearing by marking the checkbox(es) that appear to the left of the listed “Agenda Items / Topics Covered” section.

IMPORTANT REMINDER!

A full copy of the meeting minutes from this Public Hearing must be kept in the Grantee’s CDBG Project File and be made available upon request by the Public and by DOH staff.

- The Citizen Participation Certification form must be signed by the UGLG’s local Clerk. Make sure to provide the signature and typed name of the Clerk. Fill-in the date the form is signed by the Clerk.
- The Citizen Participation Certification form must be signed by the UGLG’s Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The Citizen Participation Certification form must be signed by a Notary Public. Make sure to provide the signature and typed name of the Notary Public, along with the County in which the Notary Public works, and the date of expiration for the Notary Public’s commission. Fill-in the date the form is signed by the Notary Public.
- Indicate whether the document you was (or will be) faxed, emailed, or mailed to your assigned DOH CDBG Program Representative. Fill-in the date the form is send to your assigned DOH CDBG Program Representative.
- When this *Citizen Participation Certification* form has been completed, retain the original completed form for your grant application files and **submit a copy with your CDBG Grant Application**. The completed form **must be submitted** (with your CDBG Grant Application) to:

Division of Housing – Bureau of Community Development
Attn: CDBG-PF Grant Application Reviewer
Wisconsin Department of Administration
P.O. Box #7970
Madison, WI 53707-7970